

~~CONFIDENTIAL~~
Executive Review
72-3770

3 JUL 1972

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Support
Deputy Director for Science and Technology
Inspector General
Director of Planning, Programming, and Budgeting
Director of Finance
Director of Personnel
Special Assistant for Information Control
Chairman, Information Processing Board

SUBJECT : OMB Circular A-44 (Revised) dated 24 May 1972 --
"Management Review and Improvement Program"

1. I am sure you are well aware of the President's instructions to each Department and Agency to intensify management review of federal activities, programs and services within its areas of responsibility and with the explicit goal of substantially increasing the performance level, productivity and quality of federal programs at lower cost. The Director of Central Intelligence intends and expects that this Agency will support these efforts in a positive and constructive manner.

2. Office of Management and Budget Circular A-44 Revised (copy attached) delineates the several elements of the government's management improvement and review program as well as certain annual reporting requirements. While obviously we must prepare the required reports, it should be kept in mind that the objective is not the preparation of an impressive report. Rather it is the identification and achievement of goals and objectives in improvement in program management, productivity, evaluation and performance which will accrue to the overall benefit of the Agency as well as the government.

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3. Within this context and under the guidelines contained in OMB Circular A-44 (revised) dated 24 May 1972, each Directorate is requested to submit to the Director of Planning, Programming, and Budgeting by 15 August 1972 details of plans and accomplishments as outlined in Sections II, IV, V, VI, VII and VIII of the attachment. The Inspector General will be responsible for Section I. Section III will be prepared by the Director of Finance. (Section VIII should be submitted through the Director of Personnel.) ✓

4. In preparing this material, I particularly invite your attention to:

a. The Management Effectiveness and Cost Reduction Goals outlined in last year's report to OMB, Sections III and IV, against which our actual accomplishments should be measured.

b. Sections I, II and VI of this year's report, as vehicles to focus attention on real improvements in our management procedures for establishing priorities, evaluating performance and setting goals, all with the aim of increasing our overall effectiveness in carrying out CIA's important mission.

5. The Director of Planning, Programming, and Budgeting is assigned the task of integrating these contributions into an overall agency report which is due at OMB by 1 September. In carrying out this responsibility, he will utilize the advice and guidance of the Special Assistant to the Executive Director-Comptroller for Information Control with respect to Section V; the support of the IP Board for Section IV; and the Director of Personnel with regard to Section VIII. ✓

6. In preparing each contribution to the Agency report, care should be taken to report only those accomplishments and plans which are reasonably significant in terms of their impact on the achievement of some Agency management, operational, or cost reduction goal. Reported accomplishments, of course, should bear up under scrutiny and future management improvement actions and plans should reflect serious intentions. The quality and validity of reported items are more important than quantity. In a covering memorandum any contributor may suggest priority improvement projects which require Agency-wide attention and action by the Executive Director-Comptroller in order to implement.

7. To provide a common basis for preparation of an overall Agency report, it is essential that each Section be prepared in accordance with the

format prescribed by OMB. Self-designed forms or formats will have to be returned by the Office of Planning, Programming, and Budgeting for resubmission in accordance with OMB instructions.

/s/ W. E. Colby

W. E. Colby
Executive Director-Comptroller

Attachments:

- a. OMB Circular A-44 (Revised)
- b. 1971 A-44 Agency Report to OMB (for general information)

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Retyped for Changes O/ExDir/WEC:sfc

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